

Residential Plan Review for One & Two Family Dwellings and Townhomes Electronic Submittal

- Email all pertinent documents to permitservices@opkansas.org.
- All documents submitted shall be in a PDF format.
- The original submittal shall include a permit application, a plot plan, a sewer connection permit, the construction plans and structural calculations (if needed). Each document shall be its own PDF. (We do not want one large PDF submitted)
- Additional information that may need to be submitted include truss drawings, manual J & S information, an engineer's report addressing the site condition, i.e. soils or slope and possibly a pier design and layout.
- The minimum size requirement for all construction plans converted to a PDF is 18"x 24". Plot plans can be 8 ½ x 11 or 8 ½ x 14.
- All necessary communication will be addressed to the permit applicant by email. Included in this correspondence may be a marked up construction document. For example, if the plot plan shows some incorrect slopes, you may receive a marked up version of the plot plan which will identify the area that needs correction.
- You will receive a confirmation email from Permit Services staff that your submittal has been received along with the case number.
- In order for us to stamp the document, the PDF cannot be a secured or a protected document. For plans and truss drawings, it is okay to leave the first sheet or the cover sheet of the PDF unprotected and then protect the rest of the PDF.

If the document requires revision, the process is to be repeated with some slight differences.

- Documents are to be emailed to permitservices@opkansas.org.
- The email shall state that the attached documents are a re-submittal and reference either the address or case number.
- All re-submitted documents are to be in a PDF format.
- Documents should be properly identified such as "plot plan revised 9/1/13."
- If the construction plans were required to be revised, a complete set of plans will need to be submitted, not just the page or pages that required revision.

When the plans have been approved for construction and the permit is ready to be issued, the permit applicant will be notified by permit services. The building permit can be paid for by credit card, check or cash. Once all fees are paid permit services will email the construction documents and a copy of the permit to the permit applicant. The documents will bear a stamp indicating that they have been reviewed by the City of Overland Park.

Unfortunately, at this point in time the inspectors are not set up to view construction documents in the field electronically. The permit applicant will still be responsible for providing a copy of the approved construction documents on-site for inspection purposes. Hopefully, this situation will be remedied in the not too distant future.